

CITY OF ROCKLIN

POLICE RECORDS CLERK

DEFINITION

To perform routine and specialized clerical duties in the maintenance and filing of police records; to perform general clerical and receptionist duties as assigned; and to perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Police Records Supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but not be limited to, the following:*

Process and maintain a variety of police records and files; maintain alphabetical, index, and cross reference files.

Issue, receive, type and process various applications, permits and other forms; process warrants, permits, citations; collect and process fees and charges.

Perform a wide variety of routine clerical work including preparation and maintenance of department calendars, forms, records and manuals; log subpoenas and maintain court calendar; collect, post and distribute department mail; schedule appointments as assigned.

Answer multi-line telephone system taking messages, providing information, or routing call to appropriate party.

Act as a receptionist; wait on the general public, giving information on department and answering routine questions.

Type, proofread and process a variety of documents including general correspondence, memos, legal documents, police reports, and other materials from rough draft, transcription machine or verbal instruction.

Receive emergency calls from the public; determine nature and location of emergency; determine priority; ensure appropriate emergency units dispatched.

Operate standard office equipment including word processing equipment, 10-key calculator; postage, copy, recording and dictating machines; teletype system; computer remote terminals.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Filing and record keeping practices.

English usage, spelling, grammar, and punctuation.

Basic mathematics.

Modern office methods and equipment.

Ability to:

Learn the organization, procedures and operating details of the department.

Learn and apply Federal State and local policies, procedures, laws and regulations.

Perform specialized clerical work, including maintenance of appropriate records and preparation of general reports.

Verify and check files and data.

Understand and carry out both oral and written directions.

Perform simple mathematical calculations.

Operate a variety of office equipment including calculators, typewriters, computers, word processors, copiers, and Dictaphone.

Type accurately at a speed of 40 words per minute; read maps quickly and accurately; learn local geographic features and streets.

Handle simultaneous events effectively.

Maintain confidentiality of privileged information.

Listen and/or observe; remember names, faces, numbers, incidents and places as necessary.

Work independently in the absence of supervision.

Maintain composure when dealing with upset and/or irate citizens.

Communicate effectively and tactfully, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the following physical and mental requirements:

Mobility to work in an office setting.

Lift and carry weight of 10 pounds or less.

Walk, stand or sit for long periods of time.

Vision to read printed materials and a computer screen.

Hearing and speech to communicate in person or over communications equipment.

Review documents; observe, identify, and problem solve office operations and procedures; understand, interpret, and explain department policies and procedures; explain operations and problem solve office issues for the public and staff.

Experience and Training Guidelines

Police Records Clerk

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years of general clerical experience. Public safety work experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a valid State of California POST Basic Records training certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

PRC

ADOPTED 5/98

CAT:

FSLA:

POSN: 00077